

INSTRUCTIONS FOR COMPLETING THE
TECHNICAL COMPLAINT
DISBURSEMENTS FOR PERSONAL SERVICES OUTSIDE THE CLASSIFIED SERVICE

Civil Service Commission Rule 7-1, "Disbursements for Personal Services Outside the Classified Service," and Rule 8-3, "Technical Complaints;" and Civil Service Regulation 8.03, "Technical Disbursement Complaints," and Regulation 7.01, "Disbursements for Personal Services Outside the Classified Service," establish the standards and procedures for reviewing Civil Service decisions made in response to a request for approval for authority to make disbursements for personal services outside the classified service. The above-cited rules and regulations should be referenced in their entirety prior to submitting a technical complaint on disbursements for personal services.

Part A: Eligibility for Filing a Complaint — Only an interested party who participated in the timely submission of all relevant data and information at the initial staff review may file a technical complaint, as provided in the rules and regulations.

Part B: CS-138 Reference Number — Each CS-138 has a distinct reference number.

Part C: Proof of Meritorious Basis for Appeal — The technical complaint must specifically state how the technical decision (1) violated Article 11, Section 5, of the Michigan constitution, (2) violated a Civil Service Commission Rule or Civil Service Regulation, or (3) was arbitrary and capricious.

Part D: Other Interested Parties — Any person or organization directly affected and aggrieved by a technical decision who also participated in the staff review is an interested party.

Part E: Notification of Complaint — The technical complainant is responsible for mailing a copy of the technical complaint to each interested party.

Part F: Signature of Technical Complainant — The filing parties or their representative must sign the technical complaint.

Part G: Deadlines and Extensions — A completed technical complaint form (CS-212c) must be received by the Department of Civil Service **within fourteen (14) calendar days** after the date the technical disbursement decision is issued. A request for a filing extension must show sufficient justification and must be made in writing to the Office of Technical Complaints, Department of Civil Service, P.O. Box 30002, Lansing, Michigan 48909, prior to expiration of the fourteen calendar-day period.

Part H: Administrative Dismissal of Appeal — A technical complaint may be dismissed for any of the following reasons:

1. The technical complainant is not authorized to file a technical complaint.
2. The Department of Civil Service lacks jurisdiction over a necessary party or over the subject matter of the technical complaint.
3. The technical complaint was not filed timely.
4. Another Civil Service action has been initiated between the same parties involving substantially the same technical complaint.
5. Substantially the same technical complaint was adjudicated to finality in another action between the same parties.
6. The technical complaint fails to set forth allegations with sufficient particularity to permit review.
7. The technical complaint involves Civil Service Commission rules.
8. The technical complaint involves Department of Civil Service regulations, standards, and procedures.
9. The technical complaint fails for other good and sufficient reason to warrant further review.

State of Michigan
Department of Civil Service
OFFICE OF TECHNICAL COMPLAINTS
400 South Pine Street, P.O. Box 30002
Lansing, Michigan 48909
FAX (517) 241-7655

**Review the instructions
before completing this
form.**

TECHNICAL COMPLAINT
DISBURSEMENTS FOR PERSONAL SERVICES OUTSIDE THE CLASSIFIED SERVICE

PART A —

TECHNICAL COMPLAINANT	E-MAIL ADDRESS
TECHNICAL COMPLAINANT'S REPRESENTATIVE	E-MAIL ADDRESS
MAILING ADDRESS	
CITY, STATE, ZIP CODE	TELEPHONE NUMBER (8AM - 5PM)

PART B — CS-138 REFERENCE NUMBER

PART C — SPECIFIC REASONS WHY THE TECHNICAL DECISION IS INCORRECT (Attach additional sheets if necessary.)

PART D — OTHER INTERESTED PARTIES

PART E — DATE NOTICE OF COMPLAINT WAS MAILED TO OTHER INTERESTED PARTIES

PART F — SIGNATURE OF TECHNICAL COMPLAINANT OR REPRESENTATIVE

FOR CIVIL SERVICE USE ONLY

PART G — Date Received by Office of Technical Complaints	PART H — Reason(s) for Administrative Dismissal (circle applicable reason code[s], if any) 1 2 3 4 5 6 7
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NOTE: Keep a copy of this for your files and forward the original to Civil Service, using the above address.